

**AMERICAN BAR ASSOCIATION  
COMMISSION ON IMMIGRATION**

**Summary of ICE Detention Standards**

In November 2000, U.S. Immigration and Customs Enforcement (ICE; formerly the Immigration and Naturalization Service or INS) issued detailed Detention Standards to ensure consistent treatment and care for detainees that are in ICE custody. The Standards took effect at 28 facilities in January 2001, including 18 ICE-owned and operated Service Processing Centers (SPCs) and contract detention facilities (CDFs) and 10 county jails. The ICE Detention Standards have since been implemented at all facilities holding ICE detainees. **These standards are not binding, and thus their violation does not confer a cause of action in court for their redress.**

There are a total of 37 Detention Standards that cover a broad range of issues, and the following information is a summary of 15 fundamental provisions. The Detention Standards are available at <http://www.ice.gov/graphics/dro/opsmanual/index.htm>.

**VISITS BY LEGAL REPRESENTATIVES**

Detention Operation Manual (DOM) Detainee Services Standard 17: Visitation

**A. Hours of Access**

Legal visitation should be allowed 7 days a week for a minimum of 8 hours on weekdays and 4 hours on the weekends. Legal visitations should not be terminated for meals or routine official counts. Procedures should be in place to permit the detainee to receive a meal or recreation after the interview.

**B. Access (Attorneys and Legal Representatives)**

Attorneys without bar cards must be granted access if they show other available documentation (e.g., letterhead stationary from the firm) to demonstrate bar membership. An attorney or an accredited representative should not have to submit a G-28 for a pre-representation interview. Upon presentation of a letter of authorization from a supervising attorney, legal assistants, law students, law graduates not yet admitted to the bar, and non-attorneys with appropriate identification should be allowed entry. Mental and medical health professionals, and interpreters with appropriate identification should be allowed entry.

**C. Privacy**

An attorney or legal representative should be provided with a private room to conduct a meeting with possible visual, but no audio observation. Attorneys, legal representatives, law students and legal assistants should be able to provide the detainee with paper documents, and the detainee should have the right to retain or have reasonable access to them.

**D. Strip Searches**

In ICE owned and operated SPC and CDC facilities, detainees should not be strip searched after a legal visitation unless there is **a reasonable suspicion** that detainee is concealing contraband. In facilities with whom ICE has a contract or inter-governmental agreement, i.e., an IGSA facility, if strip searches are required after a contact visit, there should be an alternative procedure available to allow for a non-contact visit.

**E. Detainee Information**

Only legal representatives can contact the facility to find out if a detainee is detained at that particular facility. Information about a detainee's whereabouts should be available to attorneys through the local ICE district office 7 days a week, 24 hours a day.

**F. Expedited Removal**

Prior to the credible fear interview, detainees are allowed to meet with any person of their choice for a consultation. Information lists with pro-bono and non-governmental agency information should be provided in the detainees' language, updated, posted clearly and accompanied by instructions on how to contact such agencies.

## **VISITATION BY FAMILY & FRIENDS**

### DOM Detainee Services Standard 17: Visitation

#### **A. Hours**

Visiting hours should be clearly posted and permitted during set hours on weekends and holidays. Special arrangements should be available for family members who are unable to visit during regular visiting hours. Visits should be for at least 30 minutes.

#### **B. Restrictions on Visitors**

Other than limitations due to visiting room capacity, no limitation should be imposed on the number of visitors per detainee. Immediate family, relatives, friends and associates may visit. Family members currently detained at the same facility should be allowed to visit during normal visiting hours. In facilities with restrictions on visitation by minors, detainees are required to make a request and visitation should be allowed within 30 days, or the detainee may be transferred to a separate location to visit with the minor. Detainees should be able to request visits free from audio monitoring. Contact visits should be allowed and accommodated. Detainees at ICE facilities and CDFs may be subject to a pat-down search before a contact visit and may be strip-searched after a contact visit. A visitor may be subjected to a pat down search as well as a search of their belongings before and after a contact visit. Visits are allowed with detainees in segregation unless the detainee is violent or disruptive. Detainees in segregation should not wear restraints during a visit. If restraints are required the visit should not be granted. Money from visitors for detainees should be given to a designated staff member, who should provide the donor with a receipt.

#### **C. News Media Restrictions**

Requests by members of the media to visit should be responded to no later than several days after receipt of a request. Members of the media should be permitted, except in emergencies or unrest within the facility, to tour facilities and should have the right to take photographs upon receiving permission from the detention facility officials. Media representatives should not be unreasonably denied the right to publish pictures or audiotapes obtained during the course of a tour/interview. A written request for an interview should be submitted at least 24 hours in advance for an interview with a detainee and a District Director should respond in writing within 24-48 hours. A detainee should give written consent to an interview. The members of the media may use a detainee's name, photo and recorded voice, if they obtain the signed consent of the detainee. ICE can monitor, but not interrupt or participate in, the interview.

## **TELEPHONE ACCESS**

### DOM Detainee Services Standard 16

ICE detainees, including those in segregation, should be able to make **free calls** through pre-programmed technology (or upon request) to consular offices, free legal service providers, local courts and government offices and, in personal emergencies, to family members (see below, page 9, for Attachment A-1, "Notice of Telephone Privileges for INS Detainees," for more information). To make a free phone call, a detainee must ask a corrections officer for assistance and access should be provided within 8 waking hours. Detainees at an ICE detention facility should have access to telephones during waking hours, and there should be one working phone per twenty-five detainees. At a Contract Detention Facility, detainees should have similar access, or ICE should prepare to install the necessary technology to facilitate free preprogrammed calls. Detainees should be able to discuss their legal cases over the phone in a private environment without interruption or cut-offs. In county jails where there may be a time limit, the call should **not be less than 20 minutes**, and the detainee should be allowed to resume any call cut short at the next available opportunity. The facility should receive and deliver phone messages for a detainee promptly. This includes multilingual operators; reasonable rates; a maximum of 15 minutes for non-legal calls; explanation to detainee and recipient of phone calls of "blocks" and how to remove such blocks. Detainee legal calls should not be electronically monitored without a court order. If the facility monitors calls, prominent multilingual notice of monitoring shall be displayed at each monitored phone along with the procedures for requesting an unmonitored call to a legal representative. Detainees should be able to contact their other detained family members without

cost. A list of *pro bono* agencies should be posted by each phone along with multilingual instructions on how to operate the phone.

## **GROUP PRESENTATIONS ON LEGAL RIGHTS** DOM Detainee Services Standard 9

### **A. Presenters' Access**

Attorneys, non-profits and BIA certified organizations have the right to conduct legal rights presentations in detention facilities. ICE approved videotapes and materials may be shown and distributed at the request of outside organizations, but they do not substitute for live rights presentations. Legal assistants may make rights presentations provided they have a letter indicating that rights presentations are being conducted under the supervision of an attorney. *Note:* Groups that wish to make presentations should submit a written request to the ICE 10 days before the date of the presentation. As many as four presenters can be allowed to conduct rights presentations. At least one hour of uninterrupted rights presentation should be granted.

### **B. Detainee Rights**

Presenters may request a private meeting with a small group of approximately 3 detainees to discuss their cases without ICE or jail officials present. Individual client interviews with detainee shall be allowed after presentations if requested by the attorney presenter. ICE and jail officials may observe and monitor the presentations, but cannot interrupt. Detainees in segregation have the right to attend the rights presentation. Detainees should not be required to forego meals and/or recreation time if they decide to attend a rights presentation. Facilities should provide detainees with a sack lunch or hot lunch after presentations.

### **C. Awareness**

An information poster, in English and the language of the presentation, should be displayed at least 48 hours prior to the presentation. Sign up sheets, information about the facilities videotapes and/or self-help materials should be readily available to detainees.

## **ACCESS TO LEGAL MATERIAL** DOM Detainee Services Standard 1

### **A. Hours of Access**

Detainees should have access to the library for at least five hours per week.

### **B. Equipment/Accommodation**

The library should provide enough space for legal research and writing and provide sufficient lighting, tables and chairs. Detainees (including those in segregation) should be granted access to typewriters and/or computers. Detainees in segregation will have access to legal materials as well as copies and indigent packets.

### **C. Holdings/Updating**

The library should contain all the legal materials listed (in readable condition) in Attachment A-2 (page 10). A procedure should be in place to review the material and replace out-dated or damaged materials.

### **D. Photocopying**

Facilities must make copies of detainees' legal documents as required for court filings.

### **E. Indigent Packages**

Indigent detainees should be provided with envelopes and stamps for legal mail. Indigent detainees should also be provided with free legal mail to their attorneys and courts.

### **F. Assistance to Illiterate and Non-English Speakers**

Detainees who are not proficient in English or who need other assistance have the opportunity to seek assistance from other detainees or pro bono legal assistance organization in researching and preparing legal documents.

**CORRESPONDENCE & OTHER MAIL**  
DOM Detainee Services Standard 3

**A. Incoming Mail**

Staff shall open and inspect incoming **general correspondence** and other mail (including packages and publications) for contraband **in the presence of the detainee**. The reading of mail, which requires approval of the OIC, may be conducted at random. Incoming correspondence shall be distributed to detainees within 24 hours of receipt by the facility.

**Special correspondence, or legal mail**, is written communications with attorneys, legal representatives, judges, courts, news media, members of Congress, embassies, consulates, Department of Justice (including ICE and the Office of Inspector General) and administrators of grievance procedures. Special correspondence may be inspected for physical contraband and to confirm that any enclosures qualify as special correspondence, but **staff shall neither read nor copy special correspondence**.

**B. Outgoing Mail**

Outgoing general correspondence and other mail may be inspected in the presence of the detainee if the addressee is another detainee or if there is reason to believe the item might present a threat to the facility's security, endanger the recipient or public, or might facilitate criminal activity. Outgoing mail shall be delivered to the postal service no later than the day after it is received by the facility staff or placed by the detainee in a designated mail depository, excluding weekends and holidays.

**Outgoing special correspondence (legal mail) will not be opened, inspected, or read.**

**C. Rejection of Mail**

Incoming and outgoing mail may be rejected to protect the security of the institution, to protect the public, or to deter criminal activity. Both the sender and addressee will receive a written notice, with explanation and the signature of the authorizing official, when mail is confiscated or withheld (in whole or part). Detainees shall receive a receipt for the confiscated item(s).

**D. Postage Allowance**

Indigent detainees will be permitted to mail at least five pieces of special correspondence (legal mail) and three pieces of general correspondence each week at government expense. The facility will generally not limit the amount of correspondence detainees may send at their own expense.

**E. Writing Supplies**

The facility shall supply writing paper, writing implements and envelopes at no cost to the detainees.

**FUNDS & PERSONAL PROPERTY**  
DOM Detainee Services Standard 8

Detainees shall be allowed to keep: small religious items, religious and secular reading materials (soft cover), legal documents, ten 5x7 pictures, prescription glasses, dentures, address books and a wedding ring.

**DETAINEE GRIEVANCE PROCEDURES**  
DOM Detainee Services Standard 5

Each facility must develop standard operating procedures that address detainee grievances including emergency grievances and must guarantee against any reprisals. An informal procedure should be in place for a detainee to present orally his or her concern to any staff member at any time within five days of the event. Each facility should make provisions to provide translation assistance when requested by a detainee. Illiterate, disabled, or non-English speaking detainees should be given the opportunity to receive assistance in filing formal grievance.

**DETAINEE HANDBOOK**  
DOM Detainee Services Standard 6

Handbooks should be distributed to each detainee upon their admission to any facility in which they will be detained for more than 72 hours. Handbooks should be available in languages other than English.

**DETAINEE TRANSFERS**  
DOM: Security and Control Standard 4

**A. Notification**

ICE shall notify the detainee's attorney that the detainee is being transferred to another facility. The notification will occur after the detainee is en route to the new facility. ICE may delay notification to the detainee's attorney only for special circumstances. ICE will not notify family members of the transfer. Specific plans and schedules of the transfer will not be discussed with the detainee for security reasons. The notification will include the reason for the transfer, and the name, address, and telephone number of the receiving facility. Reasonable efforts will be made to communicate this information in a language the detainee understands.

**B. Types of Transfers**

A detainee may be transferred for the following reasons: Medical, Change of Venue, Recreation, Security, or other needs of ICE, including eliminating overcrowding.

**C. Medical Procedures and Information Required for Transfer**

The facility health care provider will be given advance notice prior to the transfer in order to accommodate any medical needs of the detainee. The sending facility's medical staff will prepare a transfer summary to accompany the detainee. ICE officers must understand that medical information is on a need-to-know basis and shall protect the privacy of the detainee's medical information to the greatest extent possible. (See "Confidentiality and Release of Medical Records" in the "Medical Care" standard.) Transporting officers will be given instructions and medications for the detainee's care in transit.

**D. Property**

A detainee's legal material pertaining to Immigration proceedings shall always accompany them to the receiving facility. This includes items such as Notice to Appear, hearing evidence, and hearing transcripts. Cash, small valuables, address books, dentures, prescription glasses, small religious items, pictures, etc. shall also always accompany the detainee to the receiving facility. Small items not presenting a security risk should be in the detainee's possession during transfer. Larger items belonging to the detainee will also accompany the detainee to the receiving facility. If the receiving facility will not accept these larger or excess items the detainee may have them shipped to an address of their choosing. If the detainee cannot afford postage the sending facility will pay for shipping. Larger items may also be stored by the sending facility or disposed of following standards found in the "Funds and Personal Property" detention standard.

**E. Phone Calls**

Indigent detainees will be given a single domestic phone call at the government's expense upon arrival at the final destination. Non-indigent detainees shall have access to make phone calls at their own expense in accordance with the Telephone Access Detention Standard.

**F. Food During Transfer**

Meals and snacks will be provided during any transfer that is longer than six hours in accordance with the "Meals" section of the Detention Standard "Transportation (Land Transportation)." If the transfer occurs during a scheduled meal the detainee shall be provided with that meal during the transfer.

## **MEDICAL CARE**

### DOM Health Services Standard 2

#### **A. General Access to Healthcare**

Each facility should maintain current accreditation by the National Commission on Correctional Health Care. Facilities should provide each detainee with an initial medical screening, primary medical care, routine dental check-ups, and emergency care. Each facility should have an arrangement with a nearby facility to provide health care services not provided at the detention facility. A physician or qualified medical officer should be available to examine detainees. At a minimum, the sick calls should be scheduled as such: facilities w/ 50 or fewer detainees = 1 day per week; facilities w/ 50-200 detainees = 3 days per week; facilities w/ more than 200 detainee = 5 days per week. Appropriate medical treatment for a detainee should be determined by a health care specialist. Procedures requested by local facility physicians should be approved and granted within 72 hours of the request, depending on the gravity of the detainee's needs.

#### **B. Dental Treatment**

An initial dental screening exam should be performed within 14 days of the detainee's arrival. Detainees should be provided with emergency dental treatment, which includes procedures directed toward the immediate relief of pain, trauma, and acute oral infection that endangers the health of the detainee. Routine dental treatment will be provided for detainees in long-term detention (detained for over six months).

**C. Privacy and Consent** - Signed and dated consent forms should be obtained from a detainee before medical examination or treatment unless in emergency circumstances. Medical treatments should not be administered against a detainee's will. Forced treatment may be administered after consultation with the ICE. The forced treatment may be administered after the medical staff determines that a detainee's condition presents a risk to his/ her life or permanent health. Translation services should be provided for a detainee. Other detainees only should be used as translators if the detainee consents. Copies of health records may be released to the detainee or to any person designated by the detainee with written authorization.

**D. Hunger Strike** – DOM Health Services Standard 1. Specific procedures should be in place to have qualified medical staff whether a hunger striker is acting according to his/her will or is exhibiting signs of a mental illness. In ICE owned and operated SPCs and CDFs a hunger striker's mental and vital signs will be monitored **at least once every 24 hours**. Facilities should make every effort to obtain informed consent from detainees for treatment. Facilities should do everything within their means to monitor and protect the health and welfare of detainees on hunger strike.

#### **E. HIV**

Detainees exhibiting signs of HIV infection should not be separated from general population unless medically required. HIV-positive diagnosis must be reported to government bodies according to state and federal requirements. Otherwise, this information is to be treated confidentially.

## **RECREATION**

### DOM Detainee Services Standard 13

#### **A. Requirements**

Detainees should be placed in facilities that provide outdoor recreation. If the facility does not have an outdoor area, a large recreation room with exercise equipment and access to sunlight will be provided. A facility lacking any recreation area may be used to provide short-term housing for detainees. If neither indoor nor outdoor recreation is available, a detainee will be eligible for a transfer to a facility providing recreation after 45 days.

#### **B. Schedule**

Each detainee shall have access to outdoor or indoor recreation for at least one hour daily, five days a week. In SPCs/CDFs, detainees will have access to outdoor recreation every day, including weekends. Detainees will not be forced to miss basic law library privileges for recreation privileges. Detainees in segregation for either administrative or disciplinary purposes should

receive recreation separate from the general population for one-hour each day, but may be denied access to recreation for safety or security purposes.

**RELIGIOUS PRACTICES**  
DOM Detainee Services Standard 14

ICE staff will enter detainees' religious preferences including his/her desire not to state a religious belief in a file. Chaplains are required to make arrangements to provide pastoral care and counseling *even if religious service providers from outside the facility are requested*. In ICE owned and operated SPCs and CDFs, representatives and volunteers from faith groups in the community can be brought in to the facility. Given that IGSA facilities may not provide such services, attempts to do so should be encouraged. Detainees have the right to engage in group religious activities, and each facility should designate a space for religious services without regard to whether such services are mainstream or non-mainstream. Schedules for various services will be clearly posted in all dorms and on bulletin boards. Religious headwear is permitted. This includes, but is not limited to, kufis, yarmulkes, turbans, crowns, headbands, and headscarves. Detainees will be allowed to keep the following items in their personal property: prayer beads, rosaries, oils, prayer rugs, phylacteries, medicine pouches, and religious medallions. Each facility will accommodate religious and dietary requirements of each detainee including fasting, restricted diets and specific holy days. Religious books and literature are permitted in accordance with the facility's policies on incoming publications.

**VOLUNTARY WORK PROGRAM**  
DOM Detainee Services Standard 18

Every facility with a work program will provide detainees who are physically and mentally able to work the opportunity to work and earn money. Work assignments will depend on the detainee's classification level. Detainees will not be permitted to work more than 8 hours a day, 40 hours weekly. Work assignments are voluntary and detainees may be removed from work programs for unsatisfactory performance, disruptive behavior, infractions of rules, or physical inability to perform the job.

**DISCIPLINARY POLICY**  
DOM Security and Control Standard 3

**A. Guidelines**

Rules of conduct and disciplinary sanctions will be posted in English, Spanish, and /or other languages spoken by significant numbers of detainees. Disciplinary action may not be capricious or retaliatory. A facility disciplinary system should not allow for corporal punishment, deviation from normal food, or deprivation of: clothing, bedding, personal hygiene products, physical exercise, access to legal and family visitation, telephone access, correspondence or access to law libraries. Punishments range from the withholding of privilege(s) to segregation. Time in segregation will generally not exceed 60 days. Facilities shall have graduated scales of offenses and disciplinary consequences. The facility shall not hold a detainee accountable for his/her conduct if medical authority finds him/her mentally incompetent.

**B. Incident Reports and Investigations**

Officers who witness a prohibited act or have reason to suspect one has been committed shall prepare and submit a detailed incident report. All incident reports should be investigated within 24 hours of the incident. The investigating officer shall have supervisory rank and shall have had no involvement in the incident. Detainees will receive a copy of the incident report/notice of charges at least 24 hours before the start of disciplinary proceedings, and have the right to an initial hearing before the Unit Disciplinary Committee (UDC), if applicable. Detainees have the right to: remain silent at any stage of the disciplinary process, attend the entire UDC hearing, waive the right to appear at the hearing, present statements on his/her own behalf, appeal the committee's decision through the detainee appeal process, and have a staff representative assist in helping prepare a defense.

## **SPECIAL MANAGEMENT UNITS**

### DOM Security and Control Standards 14 and 15

#### **A. Administrative and Disciplinary Segregation**

A detainee in an administrative segregation should have the same general privileges as the detainees in general population, e.g., legal and family visitation, access to telephone, legal rights presentations, access to the library, recreation etc. Administrative segregation should be non-punitive and can be administered if the detainee: poses a threat to self, others, facility property or to the administration of the facility requests protective custody, is a holdover (is in the facility only for limited time and will be ready for transfer), has a medical condition, or is awaiting a disciplinary hearing. A detainee in disciplinary segregation should have access to recreation, personal hygiene material (including access to shave and shower at least three times a week), law library, rights presentations, telephone access, correspondence and legal and family visitation.



**A-1**  
**Notice of Telephone Privileges for INS Detainees in  
Facilities without Preprogrammed Phone Technology**

You are being detained by the Immigration and Naturalization Service for immigration removal proceedings at the following facility:

---

(Address and Phone Number)

As you are in the custody of the Immigration and Naturalization Service, you are allowed to make certain free phone calls.

- You have been provided with a list of free legal service providers in your area. You may call an attorney from this list to secure legal representation in your case at no charge to you or the attorney.
- You are free to call and consult with an attorney who does not appear on the list, however, you are responsible for any costs incurred, including the cost of the call.
- You may call your consulate at no charge to you or the consulate.

You may also make other calls for free if they are local numbers including:

- The local immigration court and the Board of Immigration Appeals. If this involves a long-distance call, you will be responsible for the charges unless you can show that there is an important need for the call.
- The federal or state courts where you are detained or may become involved in legal proceedings. If this involves a long-distance call, you will be responsible for the charges unless you can show that there is an important need for the call.
- A government office to obtain documents for your immigration case. If this involves a long-distance call, you will be responsible for the charges unless you can show that there is an important need for the call.
- A friend or relative if there is a personal or family emergency.

To make one of these phone calls, you should ask a corrections officer to assist you. Some facilities may require requests to be made in writing. If you cannot write or understand English, you should ask for assistance.

You should receive access to a phone generally within eight (8) waking hours. If you encounter difficulties accessing the phone for these calls, please notify:

---

(ICE Liaison Officer, Address and Phone Number)

A-2

**List of Legal Reference Materials for Detention Facilities**

The information in Attachments A, B, and C was updated as of January 17, 1997. All costs are approximate and need to be verified before purchase. Further information can be obtained from the publishers, whose names and addresses are provided in Attachment C. Ordering and updating information can also be obtained from the ICE Office of the General Counsel Librarian, Mary Ellen Daffron, at (202) 616-2642.

1. *Constitution of the United States of America: Analysis and Interpretation.*  
Prepared by the Congressional Research Service Library of Congress. 1996.  
One hardbound volume.  
Order from: Superintendent of Documents  
GPO Stock #052-071-01157-9  
Cost: \$148.00  
Updated: Supplements and revised editions are published irregularly.
2. *United States Code, Title 8, Aliens and Nationality.*  
Individual Titles of the United States Code Annotated are available from West Publishing.  
Title 8 is in three books.  
Order from: West Publishing Corporation  
Cost: \$36.87 per book. 3 volume set \$110.61.  
Annual updates \$7.07 per book, \$21.21 for the set  
Updated: Annual pocket parts
3. *Code of Federal Regulations, Title 8, Aliens and Nationality.*  
Codification of general and permanent rules published in the Federal Register.  
One paperback volume.  
Order from: Superintendent of Documents  
GPO Stock #869-026-00026-3  
Cost: \$23.00  
Updated: Published annually  
*The preferred procedure in ordering multiple copies of the CFR is to ride the Federal Register's requisition. Individual copy cost is approximately \$6.00. Contact Glenn Brown, ICE Printing Officer.*
4. *Bender's Immigration and Nationality Act Service.*  
Immigration and Nationality Act updated monthly.  
One loose-leaf volume.  
Order from: Mathew Bender  
Cost: \$75.00 Annual Subscription  
Updated: Monthly
5. *Bender's ICE Regulation Service.*  
Immigration and Nationality Regulations updated monthly.  
Two loose-leaf volumes.  
Order from: Mathew Bender  
Cost: \$175.00 Annual Subscription  
Updated: Monthly
6. *Administrative Decisions Under Immigration & Nationality Laws.* Board of Immigration Appeals (BIA) decisions consisting of 20 bound volumes and loose-leaf Interim decisions.  
Bound Volumes:  
Order from: William S. Hein & Co.  
Cost: \$1,095.00 for complete set Volumes 1-20.  
\$60.00 per volume  
Interim Decisions:  
#3243 through and including decisions issued in 1996:  
Order from: William S. Hein & Co.

Cost: \$95.00

\$65.00 annual subscription

Future decisions:

Order from: Letter to the Chairman, Board of Immigration Appeals requesting inclusion in their tribution list.

Cost: Free to Government Agencies

7. *Immigration Law and Defense*, by the National Lawyers Guild.  
Third edition, Includes ICE and EOIR Forms.  
Two loose-leaf volumes published in 1988.  
Order from: Clark Boardman Callaghan  
Cost: \$292.11  
Updated: Annual subscription
8. *Immigration Law and Crimes*, by the National Immigration Project of the National Lawyers Guild.  
One loose-leaf volume published in 1984.  
Order from: Clark Boardman Callaghan  
Cost: \$197.42  
Updated: Annual subscription
9. *Guide for Immigration Advocates*.  
A manual covering the basics of immigration law and researching immigration law.  
Written as a simple, practical guide for paralegals.  
One loose-leaf volume. Published November 1996.  
Order from: Immigration Legal Resource Center  
Cost: \$85.00 non-profit organization  
Updated: Published irregularly
10. *Country Reports on Human Practices*. Submitted by the Department of State to the Committee on Foreign Affairs of the U.S. House of Representatives and the Committee on Foreign Relations of the U.S. Senate. One paperbound volume. Order from: Superintendent of Documents  
Cost: \$41.00 approximately  
Updated: Published annually in February  
The preferred procedure in ordering multiple copies of the *Country Reports* is to ride the annual GPO Printing Jacket. The jacket number must be obtained from one of the Congressional Committees in January of each year. The approximate cost is \$20.00.
11. *Human Rights Watch – World Report*. One bound volume.  
Order from: Human Rights Watch, Publication Department  
Cost: \$30.00  
Updated: Annually
12. *UNHCR Handbook on Procedures and Criteria for Determining Refugee Status*.  
One bound pamphlet. 93 pages. Re-edited January 1992.  
Order from: United Nations High Commissioner for Refugees (UNHCR)  
Cost: Free to ICE Detention  
Updated: Irregularly
13. *Considerations for Asylum Officers Adjudicating Asylum Claims From Women*.  
Immigration and Naturalization Service Memorandum dated May 26, 1995.  
Order from: Immigration and Naturalization Service, Office of the General Counsel, Asylum Division  
Cost: Free  
Updated: Irregularly
14. *Immigration and Naturalization Service Basic Law Manual*  
3-ring binder. Immigration and Naturalization Service guide to asylum law.  
Order from: Immigration and Naturalization Service, Office of the General Counsel, Asylum Division  
Cost: Free  
Updated: Irregularly

15. *Lawyer's Committee Handbook on Representing Asylum Applicants*.  
Soft bound guide. Approximately 200 pages.  
Order from: Lawyer's Committee for Human Rights  
Cost: \$50.00  
Updated: Irregularly
16. *Rights of Prisoners*. 2<sup>nd</sup> edition by Michael B. Mushlin  
Two volumes, published 1993  
Order from: Clark Boardman Callaghan  
Cost: \$250.00  
\$55.00 – 1995 supplement  
Updated: Annual pocket parts
17. *Federal Habeas Corpus, Practice & Procedure*. 2<sup>nd</sup> Edition by James S. Liebman  
Two volumes published 1994.  
Order from the Michie Company  
Cost: \$180.00  
\$35.00 – 1995 supplement  
Updated: Annual pocket parts
18. *Federal Civil Judicial Procedure and Rules*. Paperback volume.  
Order from: West Publishing Corporation  
Cost: \$15.15  
Updated: Published annually
19. *United States Code, Title 28. Rules Appellate procedure pamphlets I + II*.  
Only the two softbound volumes contain the U.S. Court of Appeals Rules.  
Order from: West Publishing Corporation  
Cost: \$22.00  
Updated: Annually
20. *Federal Criminal Code and Rules*. Paperback volume.  
Order from: West Publishing Corporation  
Cost: \$15.15  
Updated: Published annually
21. *Criminal Procedure (Hornbook)*. By LaFave.  
One volume.  
Order from: West Publishing Corporation  
Cost: \$42.50  
Updated: Published irregularly
22. *Legal Research in a Nutshell*. 5<sup>th</sup> edition by Morris L. Cohen, published 1992.  
Order from: West Publishing Corporation  
Cost: \$17.50  
Updated: Published irregularly
23. *Legal Research & Writing: Some Starting Points*. 4<sup>th</sup> edition by William P. Statsky,  
Edited by Hannan, publishes 1993.  
Order from: West Publishing Corporation  
Cost: \$32.25  
Updated: Published irregularly
24. *Black's Law Dictionary*. 1990, latest standard edition, one hardbound volume.  
Order from: West Publishing Corporation  
Cost: \$31.00  
Updated: Published irregularly
25. *Spanish-English Law Dictionary*, By Solis. 1992.  
Order from: West Publishing Corporation  
Cost: \$32.25  
Updated: Published irregularly
26. *Directory of Nonprofit Agencies that Assist Persons in Immigration Matters*.  
Perfect-bound booklet.  
Order from: National Immigration Law Center

Cost: \$12.00

Updated: Irregularly

27. *Other Translation Dictionaries Depending on the Most Common Languages Spoken by the Detainee Population.*

28. *Detainee Handbook and Detainee Orientation Materials.*

29. *Self-Help Materials.* Materials provided by outside organization after clearance by District Counsel.

30. *Telephone books (Yellow pages) for local areas and nearby metropolitan areas where counsel may be located.*

**Total Startup Cost Estimate: \$3,100**